

JOB DESCRIPTION

JOB TITLE: Financial Specialist
DEPARTMENT: Administration South Sound 911
REPORTS TO: Finance Director or Payroll/Benefits Manager
EEO job category 3– Technician

SUMMARY:

As part of the South Sound 911 Administrative Division, and under the direction of the Finance Director, this FLSA non-exempt position performs a variety of routine and complex accounting and budgeting duties, including analysis of financial documents, grants and accounts with moderate supervision. Work includes preparation of financial recommendations and reports for management and staff. Position will have access to confidential information.

ESSENTIAL FUNCTIONS:

Perform a variety of accounting duties to include: analyzing monthly and annual financial statements and other documents. Maintain a variety of complex and detailed records related to the accounting function. Review financial documents for accuracy and completion; assure transactions are charged to correct accounts in accordance with the Washington State Budgetary, Accounting and Reporting System (BARS). Maintain, update and analyze data from software, including accounts, balances, and other accounting data.

Prepare a variety of reports and other written materials regarding costs, capital outlay, and revenues. Prepare and report changes as necessary to staff and governing entities.

Perform routine accounting analysis of costs, financial statements, budget worksheets and other data; perform fiscal and program analyses and make appropriate recommendations to supervisor. Assure compliance with established accounting policies, BARS, generally accepted accounting principles (GAAP) and applicable laws, rules and regulations.

In addition to the above, employees will perform one or more of the following functions:

Perform a variety of purchasing duties in accordance with South Sound 911 policies, State and Federal laws and regulations. Administer competitive solicitation processes to include requests for proposals, qualifications and bids.

Maintain inventory of fixed assets and small and attractive assets. Account for depreciation, surplus and value adjustments of fixed assets. Process Agency's equipment rental and replacement program to include maintenance of inventory and department charges for use and replacement of equipment.

Provide grant administration services to include accounting of funding and compliance with all applicable State and Federal rules and regulations. Submit required reports to granting agencies and provide regular updates to management.

Manage agreements and contracts with public and private entities. Coordinate review process, update contract templates as necessary; and confirm requirements with insurance provider.

Perform accounts payable duties to include verification of goods and/or services received, budget availability, budget approval and invoice processing. Perform accounts receivable duties to include creation of invoices and collection of funds. Review general ledger to assure accuracy of expenditure and revenue postings.

Perform a variety of complex accounting functions to include cash balancing, verification of outstanding liabilities and creation of general ledger journal entries and budget adjustments.

Perform timekeeping duties with timeliness and accuracy and in accordance with South Sound 911 policies and any negotiated labor contracts.

Update payroll accounting system as necessary due to addition, change or deletion of pay grades, hour types, positions, benefits, deductions and leave accruals. Perform audit of payroll activity to assure compliance with South Sound 911 policies and negotiated labor contracts; verify time entry. Research and resolve issues related to employee records, pay, time entry, leave, holidays and other absences.

REQUIRED ABILITY, KNOWLEDGE AND EXPECTATIONS:

Understanding and application of Generally Accepted Accounting Principles, theories, concepts, and terms.

Knowledge of governmental accounting principles and practices, including Washington State BARS.

Read, interpret, explain, apply and follow applicable laws, codes, regulations, policies and procedures.

Provide training to other staff members as needed.

Work appropriately with confidential material and information.

Work with speed and accuracy.

Proficient with standard suite of Microsoft Office software and database applications.

Communicate efficiently and effectively both orally and in writing using tact, patience and courtesy.

Maintain cooperative and effective working relationships with others.

Analyze situations quickly and adopt an effective course of action.

Follow safety rules and regulations

Organize work with many interruptions and multiple tasks to meet schedules and timelines.

Add, subtract, multiply and divide quickly and accurately.

Perform limited clerical duties such as filing, duplications and word processing.

Perform record-keeping, report preparation and basic research methods and techniques.

QUALIFICATIONS:

An equivalent combination to: graduation from four-year college or university with specialization in accounting, finance, business or related field and one year of professional payroll, accounting or budgeting experience. Experience in a governmental agency is preferred.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit at a computer terminal, frequent walking both indoors and out; use hands to finger, handle, or feel and talk or

hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand, stoop, or kneel. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

WORKING ENVIRONMENT:

Office environment with frequent interruptions. The noise level in the work environment is usually quiet. This position will interact with employees and customers on a daily basis.

MACHINES/TOOLS/EQUIPMENT/WORK AIDS:

Personal computer, copy machines, telephone, fax machine, e-mail, calculators, and printers.

ANALYSIS OF PHYSICAL DEMANDS OF POSITION

Activity	Percentage of time	Activity	Pounds
Standing	10% of time	Pulling	25 lbs.
Walking	10% of time	Pushing	25 lbs.
Sitting	80% of time	Lifting	25 lbs.
		Carrying	25 lbs.

The following abilities are required to perform the essential job functions:

Hearing	YES
Seeing	YES
Depth Perception	NO
Color Vision	NO

Seldom to occasionally the position will require the following activities: Stooping, Crouching, Crawling, Climbing, Balancing and Kneeling.

ADDITIONAL COMMENTS:

The statements herein are intended to describe the general nature and level of work performed by employee(s) in this job title. The statements are not a complete list of responsibilities, duties and skills required of employee(s) in this job title. Furthermore, the job description does not establish a contract of employment and is subject to change at the discretion of the agency.

PREPARED BY: Laura Lakowske, Recruiting Coordinator

REVIEWED BY: Deborah Grady, Executive Director

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